**Position Title:** Finance Officer

**Department:** Corporate Services

**Reports Directly To:** Graduate Accountant

**Staff Directly Controlled:** 2

**Grade:** Grade 4

**Present Incumbent:**  Vacant

**Commencement Date:**

**Location of Work Place:** Council Chambers Walgett

**Objective:**

* To ensure effective debt recovery within Council.
* To ensure effective compliance with procurement protocols and contract management within Council.
* To ensure accurate recording of Assets within Council’s finance and Assets Management systems.
* To comply with legislative and audit requirements as they relate to the functions of this position.

### Responsibilities:

Procurement

1. 1.Management of store’s, quantity levels and slow moving stock to ensure the stores operation works at optimal efficiency levels in association with the stores personnel.
2. To manage procurement of stock, including the negotiation and management of supplier contracts in accordance with relevant policies and procedures.
3. Administer and manage periodic stock takes to ensure accurate recording of stock balances
4. Assist Council personnel to ensure that the purchase and processing of goods and services for Council is in accordance with relevant policies and procedures.
5. Preparation of relevant reports for Council when required.
6. Management of electricity billing reconciliations and street/security lightning data base
7. Ensure the accurate recording of fuel receipt and charge out from:
   * 1. Depot fuel stocks
     2. Entry of issues to Data Fuel System
8. Review mileage consumption audits on vehicles and plant on a monthly basis.

Plant

1. Update plant charge out rates on the Authority system and assist the plant superintendent in oversighting accuracy and currency of plant operational and asset data.

Asset Administration

1. Support and facilitate the migration of Asset Management data to reflect capital expenditure within the Authority finance system.
2. Provide accurate financial information to project managers as required.

Finance & Debt Recovery

1. Assist when necessary with Council’s debt recovery in accordance with relevant policies and procedures in consultation with Council’s Rates Officer and Assistant Rates Officer.
2. Communicate efficiently and effectively with ratepayers, contractors, staff, management and other interested parties.
3. Assist when necessary with other finance functions/processes such as Bank Reconciliation, Accounts Payable and Accounts Receivable

**General Accountabilities:**

1. Develop and promote a positive image of the Shire, the Council and the community.
2. Minimise Council’s exposure to risk
3. Ensure consistent delivery of the highest level of customer service.
4. Deliver agreed outcomes, on time and in accordance with best practice principles.
5. Develop an organisational environment that values and rewards integrity, trust and innovation,
6. Ensure effective communication of corporate decisions, policies and directions to staff.
7. Adherence to Council’s documented EEO and WHS Policies and Procedures and applicable legislative requirements.
8. Display strong ethics, a high level of integrity and support for EEO and principles of fairness.
9. Maintain confidentiality of all Council operations.
10. Ensure documented policies, codes of practice and processes are in place to provide governance activities of Council
11. Manage Budget within constraints applicable to the position.
12. Perform other duties as directed (within the skill range of the employee).
13. Work in, and promote, a healthy team environment.
14. Demonstrate a sound knowledge of Council’s Induction Manual

**Essential Criteria:**

1. Certificate III in Business Administration/Accounting or at least 2 years relevant finance and administration experience.
2. Demonstrated skills in the use of Microsoft Office; in particular Excel and Word.
3. Demonstrated experience to produce accurate and informative reports.
4. Excellent organisational skills
5. Proven ability to plan and prioritise work within agreed timeframes.
6. Demonstrated experience working autonomously as well as part of a team.
7. Excellent written and oral communication skills
8. A current Australian Class C Drivers Licence.

**Desirable Criteria:**

1. Diploma in accounting or procurement
2. Knowledge of Local Government Act 1993 and other relevant legislation
3. Knowledge and/or experience with a Financial System, such as Authority.
4. Knowledge and/or Experience with an Assets Management program